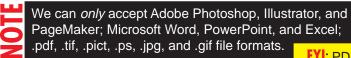# SUBMITTING e-files to TID

TID understands your needs as a customer. An email account has been established for your convenience in submitting electronic files for printing, design, posters, and publishing. You are encouraged to send all submissions to

tidservicedesk@ccs.nrl.navy.mil.

Whenever possible, also submit a hardcopy of your file to the TID Service Desk so that we know exactly what the final output is supposed to look like.

Files can also be submitted on 100 MB Zip' disks or on 1 or 2 GB Jaz' disks. Although there is no limitation to file size through email, extremely large files (>10 MB) should be submitted on removable media instead of being transferred across the network.

NOTE
We can *only* accept Adobe Photoshop, Illustrator, and PageMaker; Microsoft Word, PowerPoint, and Excel; .pdf, .tif, .pict, .ps, .jpg, and .gif file formats.

FYI: PDF is the best way to guarantee an exact output of your original file.

Be sure to include these items in your email message.

Email Submission Checklist:

- ❏ Name
- ❏ Code
- ❏ Phone
- ❏ Email address
- ❏ Job Order No.
- ❏ Division Requisition No. (for Codes 1800, 3008, 5300, 5600, 6330, 8120, 8130, 8150, 9110)
- ❏ Requested completion date
- ❏ Type of job (poster, copy job, design, business cards, brochure, flyer, etc.)
- ❏ Quantity requested
- ❏ Software used
- ❏ Platform used (PC or Mac)
- ❏ Final size of finished product (posters)
- ❏ Finally, did you attach your file(s)?

Feel free to contact us with questions and concerns about our products and services. We are here to assist you any way we can!

Cindy Allen - 404-4973
Cathy Johnson - 767-2756
Diltricia Montgomery - 767-0022
Kathy Parrish - 404-4963

Service Desk is located in Building 222, Room 242
tidservicedesk@ccs.nrl.navy.mil